

Expense Policy Cheat Sheet

• UMB Commercial Visa Card

- Cope VISA card is **NOT** for personal use.
- Itemized receipts are **REQUIRED** for all credit card charges.
- If you are missing a receipt – call the merchant to get a copy or you will be responsible for reimbursement (send a check to AP's attention within 5 business days of month end).
- Each receipt **MUST** have the following information: purpose of the expense/meeting, customer or vendor name, all people who were in attendance along with their titles and what branch you were representing.
- Expenses will usually be available for coding within two business days. A photo of each itemized receipt **MUST** be attached to the corresponding credit card transaction.
- Please do not guess which code to use, if you have any doubt which code to use, or the correct code is not available please enter a description for the charge and AP will assign the appropriate code
- By coding and submitting a credit card transaction you are acknowledging acceptance of the terms of the Cope Plastics Expense Policy.
- **MANAGERS**—you are responsible for approving your team's credit card transactions. Please make sure everything is there and properly documented. You are approving not only the purchases, but the process as well. It is your responsibility to approve these on time. Once you sign off you become liable for the approved expenses. You can send an email to AP approving your employees' expenses/credit card statement with images of the statement/receipts/Weekly Expense Reports attached.

• Meals/Beverages

- Daily Meal Allowances - \$15 for breakfast, \$20 for lunch, \$30 for dinner
- Meal overages - if you go over your allotted allowance your manager **MUST** approve your overage, or a reimbursement must be made.
- You are authorized a meal allowance **ONLY** when traveling overnight. (page 13 of Expense Policy)
- Two Alcoholic beverages per dinner are allowed per Cope employee **ONLY WHEN A CUSTOMER IS PRESENT!**
- If you choose to have alcoholic beverages with your meal and only Cope personnel are present, then the alcoholic beverages **MUST** be purchased separately and paid for with personal funds (CC or cash).

• Transportation

- Rental Cars – Enterprise or National are preferred (Cope rate \$42.00/day) unless you can find a cheaper rate
- Travel in excess of 150 miles – you may rent or use your own car. Cope will pay the lesser amount as
- calculated on the Weekly Expense Sheet (pages 11-12 of Expense Policy)
- Current IRS mileage reimbursement amount can be found on the Weekly Expense Sheet
- Air travel should be planned 21 days in advance.

- Airline change fees are not covered without prior approval.

- **Lodging**

- Hotels- each branch has local hotels with negotiated rates – please see Cope intranet at each branch for more details. If you find lower rates, please use them.
- All customer or vendor related T&E requires supervisor approval